



BENTON COUNTY

Job Description

JOB TITLE: Court's Administrator

EXEMPT (Y/N): No

DEPARTMENT: Circuit Clerk's Office-Recorder

DATE PREPARED: September 2016

SUPERVISOR: Circuit Clerk

SUMMARY:

This position is under the direction of the Circuit Clerk, Chief Deputy and reports directly to the Circuit Clerk. The Court's Administrator is responsible for supervising and directing the activities of four (4) Supervisor's, twelve (12) deputy court clerk's and any part-time staff in four (4) departments and three (3) different locations. Office supervision includes determining work assignments; participating in the hiring process; conducting annual evaluations; coaching for improvement; supervising training of new and current employees; and disciplinary actions as needed. The position also oversees all cash handling and payment collection in the four departments.

The Court's Administrator oversees, updates and maintains the Circuit Court Records for six (6) Circuit Judges and their staff. Oversees the daily functions of the courts including the process of insuring that the Circuit Judges have their dockets ready for the next day's court proceedings. This also requires making sure all documents have been prepped and in the files and current before the proceedings take place. The Court's Administrator is their direct contact in the Circuit Clerk's Office. This position is responsible for administering all jury activities, and must appear in Circuit Court assisting the court with the jury process and administering the court oaths. This position must be filled by a person capable of learning specialized clerical skills, providing accurate service in a timely manner. They must also exhibit good public relations, as they will work directly with the six (6) Circuit Judges, judge's staff, attorneys, and a cross section of the citizens of Benton County. This person will be overseeing the deputy court clerks in assigning jury panels. This position must know rules, laws, policies and procedures of the Circuit Court and State of Arkansas that govern this position. Along with the Clerk they are responsible for many different aspects of the jury process. The Administrator will directly and indirectly work with approximately 3000 citizens annually. This position will also be responsible for but not limited to \$150,000.00 and the disbursement of these funds to various vendors and the direct payroll of jurors. This position is subject to audit annually, by the State Legislative Audit. This position would be reporting as required by law all financial reports to the Arkansas Administrative Office of the Courts. The Administrator would work closely with the Circuit Clerk, reporting and keeping her informed of all jury trials and all highly sensitive court matters. The Jury Administrator must represent the Circuit Clerk in a favorable government image at all times.

In addition to the direct supervision of the Deputy Circuit Clerks and Supervisors, this position is responsible for providing service to the public conducting business as required by the Circuit Clerk's Office. Responsibilities include researching and resolving issues; answering correspondence from citizens and various different agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. To interface between the Circuit Clerk's Office administration and the department supervisor's to facilitate pertinent communication to and from the staff.
2. Responsible for the preparation and submission of reports on the effectiveness, efficiency, special projects being performed by the staff.
3. Is the designated contact for all questions, concerns or absenteeism over the staff that he/she oversees. Is the one that coordinates time off and would either need to deny or approve vacation and sick leave so that there is no conflict or shortfall of staffing. Directly oversees employee time and attendance records.
4. Keeps track of the work duties of the Supervisor's and 12 Deputy Court Circuit Clerks. Responsible for the day to day operation of the Circuit Clerk's Court Departments.
5. Manages and coordinates work requirements of the supervisor and other staff including work performance, motivating staff efficiency and effectively, identifying problem areas and developing solutions to those problems. This includes assessing training needs to improve performance, addressing misconduct and making recommendations for formal discipline. Originates and administers annual evaluations for the 16 employees, identifying concerns with their performance and developing solutions to assist them in achieving optimal job performance.
6. Perform personnel administrative duties including participation in hiring and promotion process of employees who are under supervision of the Office Court's Administrator.
7. Supervises the training of new deputy Circuit Clerk Recorder employees and the on-going training of the other deputies, resolving usual employee issues. Oversees training of new employees in phone etiquette, cash handling and cash receipts. Also, includes responsibility for cross-training of employees on all duties of the office.
8. Assists in the development, implementation and revision of policies and operation procedures within the office for more efficient, accurate and friendly but professional customer service. Document and disperse application procedure changes, special handling, and work in process, priorities and the proper flow of work between work stations.
9. Maintains a Master Jury list by digital format ~~and hard-copy~~ for each of the three four-month sessions. This requires a randomly computerized down load of the Voter Registration files from the Secretary of State in Little Rock.

- ~~10. Schedules three jury orientation dates which, consists of three separate sessions in a single day, due to the large number of jurors being summonsed. This requires coordinating with the six (6) Circuit Judges and their staff, reserving a courtroom and informing the Security of the event.~~
11. Works from the appropriate Master list for the upcoming session in the preparation and printing of all 800+ jury summons, questionnaires, parking maps, and printing of the mailing labels to be sent to the Sheriff for service upon each individual citizen summoned for jury duty. Also maintains the current session of jurors simultaneously until the end of their session. This is with the assistance of the deputy circuit clerks.
12. **Assisting the Circuit Clerk on the Jury Orientation court dates. This process includes, greeting, directing, and collecting juror's questionnaires and in the absence of the Clerk conducting the clerk's portion of the orientation. This process is repeated three (3) times in the scheduled orientation date.**
13. **Assigns a deputy clerk to processes questionnaires for official record. all jurors' questionnaires. This requires Collecting the data required for each juror and then scanning them into the jury software for safe keeping and future retrieval. f their place of employment, along with personal contact information. Court Court's Administrator is responsible for the protection of jurors address and telephone information as it's protected by state law.**
14. Receives direction from the Circuit Judges when needing a jury to report. ~~Obtains necessary information as to when and where to appear and how many jurors' are needed for the trial. Generates a petit panel. of jurors from the master session of qualified jurors. This process is by random selection of a computerized program specifically designed for the jury process.~~ Oversees deputy court clerks in assigning jurors to be summoned for a specific trial. This is a summons performed by telephone contact ~~by the deputies~~ and all information is annotated **on the summons call list including notification from the Judge of those excused with conflicts or medical.** ~~such as how contact was made by either direct or message left.~~ These call sheets are then kept as permanent record and added to the trial information.
15. **Creates** ~~Makes~~ a master attendance list ~~and pulls original questionnaires in coordination with list. Then~~ **and** makes copies as requested of this list for the judge and their staff, ~~court reporter, bailiff,~~ security guards, news reporters and counsel/attorneys. Also, makes copies of the non-confidential information for the attorneys involved in the case. Keeps for court records the signed oath from the attorneys stating that they will not share the information with outside parties.
- ~~16. Receives notification from the Judge or his/her staff as to any excused jurors from a particular case.~~

17. Prepares all necessary court documents, such as trial request forms, juror oaths, bailiff oath, and ensures that the court file is up to date with the most recently filed documents.
18. ~~Numbers 6-12 at times could involve multiple trial requests for the same day, as all of the Circuit Judges schedules includes jury trials. There are five courtrooms equipped to have this sort of trial.~~ If more than one **Circuit Judge is in the need of a** jury trial is ~~scheduled~~ for the same day, the **Court Court's Administrator** would meet directly with the Circuit Clerk to evaluate the special needs of each trial and assign trained staff accordingly.
19. Responsible for the preparation of the Jury Trial such as making sure the jury room is equipped with supplies; clerk's equipment is set up and ready; greeting and taking the attendance of the jurors as they arrive; processing attendance into the jury software; will report to the Judge of the attendance/absentees; upon the direction of the Judge give the jury oath and take notes during the jury selection process.
20. ~~Before each trial he/she will need to make contact with the bailiff to ensure that the jury room is adequately supplied with coffee, sugar, creamer, stir sticks, and cups. The Administrator must keep adequate inventory and order supplies as needed.~~
21. ~~The day of the trial he/she must be in the courtroom to set up a lap top computer and printer so that the jury program is ready to proceed upon entry of the Judge. As the jurors start entering the courtroom he/she is to greet them. Immediately before the trial the Administrator will take attendance of all present jurors and enter them into the jury program.~~
22. ~~He/she will check in with the Judge to make sure of any special procedures that need to be known. Will give the Judge information on any absentees, so that the Judge can proceed in holding them accountable.~~
23. ~~Upon entry of the Circuit Judge the Administrator will swear the panel under oath to answer all questions asked by the Court. During the course of the jury selection process he/she will keep track of the Judges' excusal for cause and the attorneys' strikes of jurors so that the pool remaining is only the qualified jurors for this particular time.~~
24. ~~At the Circuit Judge's direction, he/she will randomly pull, with the aid of the jury program, a specific amount of jurors to be seated in the jury box for the selection of the final jurors. This process is handled differently depending upon it being a civil or criminal matter. It would be the Administrators responsibility to know the proper procedures according to the trial being held before the court.~~
25. ~~Once a jury has been selected he/she at the direction of the Circuit Judge, will swear the jurors under oath for this specific trial.~~

26. He/she will track the activity of all trials so that each juror's attendance is properly entered into the jury program. This requires daily contact with the courts to ensure proper pay for the juror's attendance.
27. Where certain trials require special questionnaires, special voir dire or any type of special instructions the Administrator will work directly with the Circuit Clerk and the Circuit Judge over the matter. These types of trials usually will require the Administrator to be in court for an extended number of days and could result in longer worked hours within the days.
28. ~~He/she will prepare the quarterly expense reports, detailing all expenses involved with each trial so that the county can be reimbursed for some of the expenses, then meet with the Circuit Clerk for review and approval signatures. This report is then submitted to the Administrative Office of the Courts for the reimbursement process.~~
29. ~~He/she will submit purchase orders to the accounting department to pay all vendor expenses submitted by the Circuit Judges, along with any administrative expenses involved in the operation of the jury process out of the budget of the Circuit Clerk.~~
30. ~~He/she will be the direct contact person for the jurors who wish to be transferred to another session of service, request of those who need to be totally excused for medical reasons and those that wish to be temporarily excused from their scheduled orientation date. He/she will then continue to be the contact person for the remaining 400 to 500 qualified juror's term of service to maintain their request for leave, address changes, employer verification forms, telephone number updates and any general questions they may have during their term of service.~~
31. At the end of the Session he/she will verify attendance and service for all trials. Make sure the appropriate attendance was recorded according to their service, ~~such as attended not selected \$22.00 or selected \$50.00 per day.~~ He/she will then run a payroll report to retain for the court records.
32. ~~He/she will print the jury payroll for the four month session. Once the checks have printed he/she will submit them for the Clerk's signature. Then he/she will process the mailing of these checks. Any returned checks he/she will either call for address verification or try to locate the individual.~~
33. ~~He/she will reconcile the checking account and submit all banking reports to the Circuit Clerk for the purpose of legislative audit.~~
34. ~~He/she would be required to run the payroll process for each of the three, four month sessions.~~
35. Keep currently informed of all laws, **Supreme Court Administrative Orders and local court rules.** and Maintain records **according to these laws and rules governing and**

dealing with that pertain to circuit court and the jury process procedures for the State of Arkansas so that the Clerk's Office is in compliance. and official oaths.

- ~~36. When and if time allows, he/she will assist in the various court departments of the Circuit Clerk's Office which would require the ability to identify, inspect and interpret incoming legal documents for compliance with Arkansas Statutes and local Court Rules.~~
- ~~37. Determine guidelines or policies appropriate in carrying out operational and making decisions to execute office functions and comply with State Statutes. This position must maintain a high level of accuracy with minimum number of errors. Confers with Circuit Clerk concerning the various courts under his/her direction such as Juvenile; Civil; Domestic; Criminal and Trials by Jury. jury management activities and programs, as needed.~~
- 38. Coordinate with computer programmers and support personnel to resolve problems, to develop special projects and to implement new programs or enhancements. Assure the resolution of technical problems related to equipment. Work with the Administrative Office of the Courts with the state case management software "Contexte" and the electronic filing software "E-Flex". Required to stay current with all software training related to court programs. Along with the Circuit Clerk and Chief Deputy this position must resolve any and all data inconsistencies that result from Benton County Circuit Court as this data is shared with many state agencies such as: Arkansas Crime Information Center; Department of Corrections and Punishment Facilities; Victim Information and Notification Everyday Center; Bureau of Vital Records, Administrative Office of the Courts, Driver Control; Office of Child Support Enforcement; Arkansas State Police as well as many others. This data is also on the World Wide Web and must insure data is accurate for the best interest of our citizens and various courts across the state and country that might use this data.**
- 39. Requires daily contact within the office with but not limited to the following:**
- 40. Responsible for the maintenance of all recorded real estate records and files.**
- 41. Perform other duties as required, requested, or assigned by the Circuit Clerk.**

SUPERVISORY RESPONSIBILITIES:

This position will direct Supervisors and be involved in responsibility for all positions in the Circuit Clerk's Recorders office (16 employees plus part-time).

~~Indirectly supervises (15) Deputy Clerks and (3) Supervisors within the Departments. Delegates call information to the Court Supervisors for the purpose of summoning jurors for a specific court, in which some cases this could be for multiple courts. Responsibilities include employee training, assigning and directing~~

~~work. Works in conjunction with the supervisor on the employee job performance evaluations as to the jury aspects of their job. Along with the Clerk, accountable for all budgeted money and banking responsibilities of the jury functions.~~

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential ~~duty efficiently and effectively.~~ ~~duty satisfactorily.~~ The requirements listed below are representative of the knowledge, skill and/or ability required. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

EDUCATION and/or EXPERIENCE:

High School Diploma and Administrative experience are required. College Degree or 5 years administrative experience in the legal field preferred. ~~College degree or equivalent experience in a customer related field is necessary. Five (5) years experience in the Circuit Clerk's Office or equivalent business environment is also required for this position.~~

OTHER SKILLS and ABILITIES:

Must have strong supervisory, problem-solving, decision-making, oral and written communication skills, and the ability to make independent decisions in accordance with local, state and federal laws. Knowledge of administration and county policies and procedures. Knowledge of the principals, concepts and practices of management and budget development. Knowledge of the Circuit Court process and terminology. Excellent interpersonal and verbal skills are vital for interaction with the parties of the case, court staff, outside vendors, outside agencies and other County Offices as well as the general public.

~~Excellent communication and public speaking skills.~~

~~Problem solving and analytical ability.~~

~~Good computer and bookkeeping knowledge.~~

~~Ability to make independent decisions in accordance with state and federal laws.~~

~~Ability to prioritize and organize work in order to meet numerous deadlines.~~

~~Ability to maintain public relations in an effective, tactful and courteous manner.~~

~~Ability to train support staff in the requirement of Jury Services.~~

~~Ability to provide information correctly and concisely, both orally and in writing.~~

~~Must maintain confidentiality at all times.~~

WORKING RELATIONSHIPS:

42. Requires daily contact within the Circuit Clerk's Court offices and the following but not limited to: parties of the case; attorneys; other State and District Courts;

Law Enforcement Agencies; Department of Correction and Punishment; Arkansas Crime Investigation Center; Administrative Office of the Courts; Bureau of Vital Records; News Reporters; Department of Human Services, CASA, Adult/Juvenile Court Probation Officers and Parole Officers; Child Support Enforcement Agency; Arkansas Child Support Clearing House; Title Companies; Financial Institutes; other inter County Offices; Prosecutor's Office; out of state Prosecutor's (District Attorney's) and the general public.

~~and with the Circuit Judges and their staff, Prosecuting and private Attorneys, County Sheriff's staff, vendors, jurors, and the general public. Requires contact with other County Office's, Arkansas Judicial Department, and the local media. Must have an excellent working relationship with the Circuit Clerk as this position is a direct reflection of the Clerk.~~

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, **climb up/down ladder to retrieve court files**, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this position include close and distance vision and the ability to adjust focus. The employee may occasionally lift and/or move up to 25 pounds.

~~The employee must occasionally lift and/or move up to 50 pounds. They will occasionally be required to climb up and down ladders to retrieve records and files while performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk and hear. The employee is occasionally required to stand and walk or climb stairs. Specific vision abilities required by this position include close and distance vision and the ability to adjust focus.~~

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the typical work environment is moderate.

~~The noise level in the typical work environment characteristics described here are representative of those an employee encounters while performing the essential~~

~~functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~This is an office of public record with high accessibility and use by general public. Typical day could involve a large amount of telephone calls and visitors to the work area.~~

~~The noise level in the typical work environment is moderate.~~

Approved by: _____
Elected Official's Signature

Date: _____

JESAP Grade Assignment _____

Date: _____